

Master Key Authorization/Agreement Form

I, _____, have READ and UNDERSTAND my responsibilities and the consequences of my actions as a master keyholder and CCC employee.

I have initialed all items listed below.

____ I agree that master key(s) will only be used to perform my job.

____ I agree to lock the master key(s) in a location approved by Auxiliary Service Director when not in use.

____ I understand that the master key(s) **may not be taken off-campus**.

____ In the event of loss/theft, I will file a loss/theft report with CCC Safety & Security within 24 hours of the discovery of the loss/theft of a college key.

____ In the event of loss/theft, I may be subject to disciplinary action for each occurrence.

____ I understand that a replacement key will be provided only with a Security Report and proof of payment for any and all fines.

____ I understand that if an incident occurs in any area to which I have a master key of any kind, I will be a suspect and will be questioned by CCC Safety & Security.

____ I understand that I am subject to administrative disciplinary action by the College for violation of any of the above items.

____ Master keys, other than unit masters, require a Vice Presidents signature.

____ Master keys, other than unit masters, require authorizing signature from all units affected.

____ Master keys, other than unit masters, must be kept in the Shift Supervisors control box when not in use.

Print/type Name of CCC keyholder

Signature

Date

As the unit head of the individual requesting a master key, I have read, understand and agree to the responsibilities listed above for the possession of a sub-master key. I understand that if keys are lost or stolen my unit is subject to disciplinary action or termination.**

I authorize the individual listed above to have master key(s) as requested on their Key Action Form.

Print/type Name of Unit

Print/type Name of Head **

Signature

Date

**Unit head – academic VPs, and deans or non-academic VPs or deans.

NOTE: Access to master keys is provided solely through the CCC Facilities Management Key System when required justification and approvals are provided.